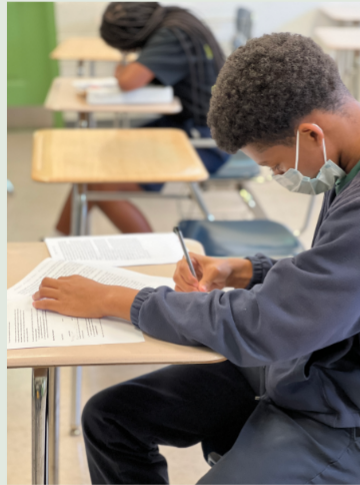


Academy Prep Center of Tampa

School Handbook

2022 - 2023

L'Tanya C. Evans
Head of School



August 2022

Dear Students and Parents:

On behalf of the faculty and staff, I am delighted to welcome you to the 2022 - 2023 academic year at Academy Prep Center of Tampa (APT). We have celebrated sixteen graduating classes sending our graduates to the best day and boarding college preparatory schools in the nation. As we continue this strong tradition, we invite you to review the contents of this handbook and utilize it as an excellent *guide to success* at the Academy Prep Center of Tampa.


This information may appear to be simple rules and regulations; however, it is so much more. We live in a complicated world where rules and regulations change rapidly. Therefore, it is essential to make sure that students understand parameters, guidelines, and expectations to be agile enough to navigate and avoid pitfalls.

As an educational institution committed to inspiring and empowering young LEADERS, we must present clear guidelines and expectations to students and their families so that everyone in the community can live our mission. What we do here at Academy Prep is vital to laying the foundation for success in the future.

In addition to the rigorous academic program, we concentrate on developing leadership skills, sharpening our social and emotional intelligence, and exercising the discipline to engage in authentic collaboration, critical thinking, creativity, and communication through our rigorous curriculum, enrichment programs, and centers of excellence.

I look forward to working with you and the faculty and staff to support our community of committed learners. Together we will pave the way to success through dedication and opportunities for growth while keeping in mind that we are preparing world-ready citizens and a generation of exceptional leaders.

Enthusiastically,

A handwritten signature in black ink, appearing to read "L'Tanya C. Evans". The signature is fluid and cursive, with a large initial "L" and "T".

L'Tanya C. Evans

Head of School

Academy Prep School Handbook

Mission

To inspire and empower students qualifying for need-based scholarships to be future community leaders through a rigorous middle school program coupled with ongoing graduate support.

Vision

We are transforming the lives of underserved middle school students by being a model of foundational/academic excellence in preparation for high school, post-secondary, and career success.

Statement of Philosophy

Academy Prep Center of Tampa is a tuition-free, independent center for education for middle-school-aged children who qualify for need-based scholarships. In an extended family atmosphere, Academy Prep encourages and teaches students to excel in academics, ethical and moral understanding and judgment, and life skills. Opening in 2003, it is modeled after its predecessors, Nativity Mission Center, which opened in the Lower East Side of Manhattan, New York, in 1971, and the Academy Prep Center of St. Petersburg, in operation in south St. Petersburg since 1997.

The school is dedicated to educating economically disadvantaged students by providing an academically challenging, enriching, and structured environment followed by eight years of support and guidance through high school and college.

Academy Prep admits students who demonstrate the ability to handle a rigorous and demanding academic program designed to prepare them for success in secondary school and college. Through its year-round program, the school promotes its students' intellectual, athletic, and social development. In addition, Academy Prep students and graduates are expected to act as mature and responsible individuals who contribute to their communities and demonstrate charity and concern in all their actions.

Nondiscrimination Policy

Academy Prep Center of Tampa admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on gender, race, color, or national and ethnic origin in the administration of its education policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

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I. Arrival, Breakfast, and Convocation

1.1 General Class Schedule

	Monday - Thursday	Friday
Convocation	7:30am – 7:45am	7:30am – 7:45am
<i>Locker Time</i>	7:45am – 7:50am	7:45am – 7:50am
Period 1	7:50am – 8:48am	7:50am – 8:38am
Period 2	8:50am – 9:48am	8:40am – 9:28am
<i>Locker Time</i>	9:48am – 9:53am	9:28am – 9:33am
Period 3	9:53am – 10:51am	9:33am – 10:21am
Period 4	10:53am – 11:51am	10:23am – 11:11am
Period 5 (Lunch/Recess)	11:53am – 1:03pm	11:13am – 12:13pm
Period 6	1:05pm – 2:03pm	12:15pm – 1:03pm
Period 7	2:05pm – 3:03pm	1:05pm – 1:53pm
Academic Support	3:05pm – 3:48pm	1:55pm – 2:43pm
Snack Time	3:50pm – 4:02pm	<i>No Snack on Fridays</i>
Enrichment Classes	4:05pm – 5:25pm	2:45pm – 3:43 pm
Dismissal	5:30pm	3:45pm

Note: With adequate notice the schedule may change, depending on curricular and program needs. Families should refer to the school calendar located at <https://tampa.academyprep.org/myapt> for details.

1.2 Arrival

Students arrive between 7:00 am and 7:25 am and proceed directly to the auditorium, leaving their coats, books, and bags in their lockers along the walls of their classroom building. All electronic devices, including but not limited to cell phones, headphones and smartwatches, and any items not school-related (as determined by the Head of School) must be turned in to the school personnel immediately upon arrival. **If otherwise found, school personnel will confiscate such items, and the student will serve an appropriate consequence for noncompliance. Parents/guardians will be notified, and the student may not retrieve the confiscated item(s) until dismissal.**

1.3 Breakfast

Breakfast is served from 7:05am to 7:25am. Students eat breakfast at the tables at the meals pavilion. **Students may not bring their own breakfast to school** but may choose to have breakfast at home and arrive for convocation by 7:25am. Once students arrive on campus, they may not leave the school grounds without permission from an Academy Prep staff member. In the interest of teaching *pride of place*, students are expected to pick up after themselves and discard all their trash after

finishing breakfast. Students must remain in the meals pavilion until convocation line-up begins at 7:25am.

When convocation is called at 7:25 am, students must silently line up **in height order** in the courtyard. Attendance is taken at that time, and anyone not in line will be considered tardy. (See Attendance section for more information)

1.4 Convocation

Convocation begins the school day. Each morning we gather as a community to frame the day with a message delivered by a member of the administration, faculty or staff, reflection/prayer, the Pledge of Allegiance, announcements, public speaking from our student ambassadors, and the school pledge, which is led by the student ambassadors and recited by the students, faculty, and staff.

Note: Ambassadors are selected daily to deliver announcements and lead the school pledge. All students will serve as ambassadors on more than one occasion throughout the year. This is an excellent leadership opportunity as well as public speaking practice.

Students are dismissed by the convocation leader at the end and proceed directly to their lockers to retrieve all necessary items for first and second period classes.

II. The School Day

2.1 Classes

Students are expected to be prepared for all classes. This means that students will arrive at school with all completed homework and other assignments that need to be turned in, and **all necessary and appropriate books, fully charged Chromebooks, and school supplies** such as pencils, pens, notebooks, and paper.

Classes have assigned seating and each begins with a teacher's protocol. This expectation is made clear to the students and consistently practiced. At the end of each class, students must write their homework and study assignments in their school-issued planners, clean up materials, put books away, and line up in height order, and proceed to their next scheduled class/activity.

2.2 Transition Periods

There are designated times in the schedule for students to go to their assigned lockers. Between classes, students should prepare themselves as quickly as possible. When a transition to another classroom is necessary, students will proceed to their next classroom in height order, accompanied by a staff member. Students who must travel from class outside of a transition period must first obtain a written pass from a teacher or staff member.

2.3 Lunch and Recess

Lunch and recess is from 11:53am - 1:03pm for all students, Monday through Thursday. On Fridays, all students will have lunch and recess from 11:13am - 12:13pm.

As a school, APT participates in the National Food Lunch Program and works with caterers who provide nutritional, delicious, and sound food options for our students.

Students may not bring their lunch to school unless otherwise permitted by the Head of School.

No food or drink will be permitted in classrooms, lockers, or elsewhere within the buildings (except in designated spaces, where meals are served). If otherwise found, school personnel will confiscate such items, and the student will serve an appropriate consequence for noncompliance. Parents/guardians will be notified.

2.4 Birthday Celebrations

From time to time, parents may want to provide a birthday treat. We ask that the following guidelines be followed:

- Celebrations only take place during the designated lunch period
- There should be enough treats for every member of the cohort or class
- Upon arrival at school, students bring the treat items to the office for safekeeping
- With staff permission, the student will go to the office to retrieve their treats during lunch
- Suggested treats: cupcakes, cookies, individual bags of chips, drink boxes
- Treats to avoid: cakes that need to be cut, candy, and ice cream

Students sit down to eat and are expected to exhibit polite and proper mealtime behavior. When finished, they clean up after themselves, including throwing away all refuse, picking up their area, and wiping off their tables.

Lunch is provided in two groups: one for girls and the other for boys. The group not currently eating lunch will have recess. Students remain seated at their tables during lunch unless allowed by their teacher to participate in an authorized activity or to use the restroom. Following line up after lunch and recess, students proceed directly to their lockers to obtain the necessary materials for their period 6 and 7 classes, led by their teachers.

2.5 Snack Time

Snack time allows students to take a break and have a school-provided snack before the late afternoon activities. A teacher must grant permission with a written pass to leave the snack time area.

2.6 Afternoon Enrichment Program

The Academy Prep afternoon enrichment program runs Monday through Thursday from 4:05pm to 5:25pm and Friday from 2:45pm to 3:43pm. Every student is required to participate in this portion of the school day. The program has several components, including sports, chess, art, music, dance, sewing, gardening, photojournalism, community service projects, and other activities designed to broaden our students' physical, social, and intellectual skills.

2.7 Leaving School at the End of the Day

The regular school day ends at 5:30pm Monday through Thursday and at 3:45pm Friday. **Other dismissal times are occasionally scheduled to accommodate special events and are announced well in advance.** Students who have left electronics and other non-school-related items in the safekeeping of the school office should retrieve those items after they are dismissed.

Students will be dismissed to walk or ride the bus only if their parent/guardian has previously submitted a signed request to the school office.

Students at dismissal are NOT permitted to walk onto Columbus Drive or 15th Street. Students MUST wait until their vehicle is at the oak tree (girls' dismissal) or 15th Street gate opening (boys' dismissal) and they have checked out with dismissal staff before entering their vehicle. Parents may elect to park in the Columbus Drive parking lot (the triangle island across from the school's front gates) and walk across the street to retrieve and escort their child to their vehicle.

2.8 Transportation

Families must provide transportation to and from the school for their student(s).

Academy Prep staff will not release a child to an Uber, Lyft, taxi, or any other hired car.

However, those with transportation challenges are encouraged to call the school office to ask for a

carpool arrangement. Likewise, those interested in supporting the school by carpool drivers should inform the school of their availability.

Parents/guardians interested in participating as drivers for students other than their own will earn hours toward their required volunteer hours. Parents will be responsible for logging their own carpool hours with the front office.

2.9 Late Fees

Families are charged \$3.00 for every 15-minute increment that they are late to pick up their student(s). This late charge is in effect with the last scheduled dismissal time of the day, typically 5:30pm Monday through Thursday and at 3:45pm Friday.

III. Supplemental Activities (Field Trips, Teams)

3.1 Field and School-Sanctioned Trips

Field trips are intended to provide both a learning experience and a chance to build Academy Prep spirit and unity among the student body and the community. **These field trips are mandatory for all students. Required field trips occur throughout the school year and will generally be held on designated Saturdays each month between 8:00am and 1:00pm.** Occasionally, field trips may be planned on school days or evenings. Please refer to the school calendar for specific field trip dates. If the field trip is canceled, the school will provide timely notice. Requests to be excused from a field trip must be made in writing and addressed to the Head of School *prior to* the field trip. Excusal from a field trip is at the discretion of the Head of School.

Unexcused absences for field trips will incur a CAP the following school day.

The Academy Prep school vans are used for transporting students on field trips. Students must remain seated quietly and always buckled while riding in the vans. Students must obey the van driver at all times. No food or drink is allowed. Parents/guardians will be responsible for any van damage caused by their children.

Parents/guardians must drop off and pick up their children within 15 minutes of the designated drop-off and pick-up times for the field trip. Families will be charged \$3.00 for every 15-minute increment for late pick-ups.

Any time that a student is off campus, whether in a school uniform or not, they are representing Academy Prep. Whether it is a field trip, fundraising event, or school-sanctioned trip, such as a chess tournament or the 8th grade trip to Washington, D.C., students **are held to academic and disciplinary eligibility.**

3.2 Eligibility

Academic eligibility requires students to maintain a 2.0 academic GPA (English, Math, Science, History, and Spanish for grades 7 and 8) on any report card or progress report issued during the activity's season. If a student is deemed academically ineligible, they are suspended from competition/performances/trips until they meet the academic eligibility requirements in a subsequent report card or progress report.

We trust our students to serve as ambassadors of Academy Prep in our community. Disciplinary eligibility requires students to adhere to expectations for conduct both on and off the campus. Students with multiple disciplinary infractions and/or a behavior contract may be deemed ineligible to participate in competition/performances at the discretion of the Head of School.

3.3 Physical Education and Athletics

Students are required to participate in physical education. Only written documentation from a physician exempts a student from participating.

Athletic competition builds character and teamwork among our students, and Academy Prep may field various competitive teams throughout the school year. Participation in these teams may be based on open tryouts. Based on availability and scheduling, some interscholastic sports (e. g., basketball, flag football) may be offered during the school year.

IV. Academics

4.1 Required Courses

Students are required to take the following courses:

Academic Courses	Centers of Excellence	Supplemental Courses
English/Language Arts	Art	Physical Education
Mathematics	Chess	APT Life (5/6 only)
Science	Music	Higher Ground (8 only)
History/Social Studies		Academic Support
Spanish Language and Culture (7/8 only)		

All these courses will be considered for determining Grade Point Average (GPA), honor roll, academic support plan, and other distinctions. (See also the Grades section below.)

The physical education component of the curriculum will be met through regular school-day courses and by participation in the afternoon intramural sports program (if applicable).

Students will receive letter grades and conduct grades for all academic courses. They will receive Pass/Fail grades and conduct grades for all other courses (see *Progress Reports and Report Cards* below).

4.2 Homework

Homework is a vital part of any education - **it reinforces lessons imparted in class**. Therefore, teachers will assign homework daily. It is expected that Academy Prep students will spend at least 90 minutes each day completing their homework. Students should manage their time wisely during Academic Support to complete work.

If a student is absent from school, they are still responsible for obtaining the homework assignments for that night. All class information is accessible via Google Classroom. If an absence is unusually long or involves unusual circumstances, the Head of School, in consultation with the faculty, may extend the due date for the missed assignments.

Daily homework assignments will be made available online through Google Classroom, easily accessed on a student's Chromebook device. Students and/or parents may log in to their school account and view their homework assignments. Students may also email teachers regarding

homework. Parents/guardians are also encouraged to email a teacher directly to discuss their child's work (See *Communications* for a list of email addresses.)

All students are expected to adhere to the **APT Style Guide** when creating and submitting assignments. Each child will be given a hard copy of the guide, and a digital copy will be available on Google Classroom.

To help with organization and study skills, each student will be issued a student planner to record homework assignments and test schedules. This will help the student plan and keep the parent/guardian abreast of the student's daily work. To that end, all homework assignments must be written in a student's planner when assigned. Should a student lose their planner, the family will be charged a \$10 replacement fee.

Repeated failure to complete homework assignments significantly and negatively impacts a student's grades.

4.3 Academic Support

This required course is intended to ensure the student strengthens their academic performance through homework and class review. Academic Support classes are mandatory and monitored by teachers. Academic Support provides a quiet and productive environment for students to begin their homework assignments, seek help from their respective teachers, and focus on their daily academic preparation.

4.4 Academic Progress Monitoring

Students may expect weekly or biweekly testing in all subjects and benchmark exams at the end of each trimester. Proper studying and test preparation are essential to the successful completion of all coursework.

4.5 MAP Growth Testing

There will also be three testing periods during the year to ascertain overall student progress. NWEA MAP Growth testing will take place:

- ☆ September 13 - 15, 2022
- ☆ January 24 - 26, 2023
- ☆ April 25 - 27, 2023

The school will communicate in advance of these testing periods.

4.6 Progress Reports and Report Cards

Midway through each grading period, or trimester, progress reports are emailed electronically via RenWeb detailing a student's performance in each subject. In addition, progress reports will indicate areas the student should strengthen to improve performance before the end of the term.

Progress reports also comment upon the student's conduct for the term to date.

Parent/Teacher conferences are scheduled within a few days of each progress report. Parents/guardians are strongly encouraged to attend these conferences.

Report cards are issued three (3) times during the school year after each grading period and are emailed electronically through RenWeb. Report cards for the final grading period are emailed electronically after the school year **when and if no outstanding fees are owed to the school**. This includes activities fees, Chromebook damage, etc.

4.7 Grades

Students will receive academic and conduct grades in each of their subjects. All subjects will have grade points assigned for computing grade point averages. Letter grades and their numerical and grade point equivalents are as follows:

Letter Grade	Numeric Grade	Grade Points	Letter Grade	Numeric Grade	Grade Points
A	93-100	4.00	D+	67-69	1.33
A-	90-92	3.67	D	63-66	1.00
B+	87-89	3.33	D-	60-62	0.67
B	83-86	3.00	F	59 or below	0.00
B-	80-82	2.67	P (Pass)	60 or above	-
C+	77-79	2.33			
C	73-76	2.00			
C-	70-72	1.67			

Centers of Excellence and supplemental courses are graded on a Pass/Fail scale. Grades earned will reflect on the progress report and report card as a P or F. While these courses have a simpler grading system, they still impact the overall GPA of a student and the student's eligibility for Academic Distinctions (see below).

4.8 Honors Level Courses

Academy Prep currently offers two opportunities for qualified students to enroll in Honors-level courses: Pre-Algebra Honors (7th grade) and Algebra 1 Honors (8th grade). A grade earned in an Honors-level course will be weighted with an additional 0.5 grade points earned. For example, if a student earns a B in Algebra 1 Honors, her grade point in that course for that grading period would be 3.5 to reflect the rigorous nature of the course.

4.9 Academic Distinctions

Each term, students are honored for above-average to exceptional academic performance. Academic honors will be awarded on three levels: Academy Prep Honors, High Academic Honors, and Academic Honors:

- ☆ **Academy Prep Honors** are awarded to students who achieve As in all required courses, including Pass/Fail courses.
- ☆ **High Academic Honors** are awarded to students who achieve an Academic Grade Point Average (GPA) in English, Math, Science, History, and Spanish (7th/8th grade) of 3.51 to 3.99 with no grade in any required course less than a B, including Pass/Fail courses.
- ☆ **Academic Honors** are awarded to students who achieve an Academic Grade Point Average (GPA) in English, Math, Science, History, and Spanish (7th/8th grade) of 3.00 to 3.50 with no grade in any required course less than a B, including Pass/Fail courses.

Distinctions are announced at the conclusion of each trimester to students during convocation as well as in Academy Prep's weekly family newsletter.

4.10 Academic Probation and Academic Watch

A student will be placed on **Academic Probation** if their grade point average falls below a 2.00. The student support team will monitor the student's progress weekly, and they will work with the student and teachers to craft an improvement plan. **Parents/guardians will be notified and a meeting will be held to discuss the improvement plan.**

A student will be placed on **Academic Watch** if their grade point average is 2.00 - 2.50 and/or they earn an F in any academic class in a grading period. Students on Academic Watch are subject to weekly reviews by the student support team.

Continued enrollment at Academy Prep depends upon the student's overall academic and behavioral performance. Therefore, students who do not maintain at least a C (2.00) grade point average based on their final grades in their academic subjects, or who in the opinion of the Head of School and faculty are not maintaining and demonstrating Academy Prep's Core Values, are not likely to be invited to attend Academy Prep for the following year.

After the second trimester, all 6th grade students will be required to maintain a minimum academic GPA of 2.00, with no "Fs" for every report card earned. A student who fails to achieve the above-described minimums after issuing any report card will immediately be placed on Academic Probation. Failure to improve the Academic Probation status will result in dismissal from Academy Prep Center of Tampa.

A student may be removed from Academic Probation at the discretion of the Head of School (in consultation with the student support team).

4.11 Faculty/Staff Communications

Teachers and staff accept emails from parents. Appointments can be made through email, and questions can often be answered through email or by calling the school office (813-248-5600). Academy Prep email addresses are constructed using the first initial of the person's name and the last name followed by @academyprep.org.

Keith Allen	Music	KAllen@academyprep.org
Cage Coleman	Grades 5-6 Science	CColeman@academyprep.org
Samantha Denis	Graduate Support Coordinator	SDenis@academyprep.org
Francisco Diaz	Grades 7-8 Spanish	FDiazcotto@academyprep.org
Jenna Dufficy	Assistant Head of School	JDufficy@academyprep.org
L'Tanya Evans	Head of School	LEvans@academyprep.org
Kathy Goldberg	Grades 7-8 Math	KGoldberg@academyprep.org
Rich Grandy	Student/Graduate Support	RGrandy@academyprep.org
Doug Henton	Grades 7-8 English Language Arts	DHenton@academyprep.org
John Lacy	Educational Technology Coordinator	JLacy@academyprep.org
Lauren Malone	Guidance Counselor	LMalone@academyprep.org
Ralph Moore	Grades 7-8 Science	RMoore@academyprep.org
Isabel Peña	Grades 5-6 English/Language Arts	IPena@academyprep.org
Amy Ragg	Visual Arts	ARagg@academyprep.org
Rochelle Robinson	Grades 5-6 Math	RRobinson@academyprep.org
Hillary Vass	Grades 7-8 History	HVass@academyprep.org
Michael Young	Chess	MYoung@academyprep.org

V. Attendance

5.1 Attendance

School begins with a convocation at 7:30 am. Regular attendance is expected for students to perform well in their studies and keep up with classwork. It is the parents'/guardians' and student's responsibility to ensure that the student attends school every day.

If a student is absent, the parent/legal guardian must notify the school in advance or on the morning of that day. If the school is not notified of a student's absence by 8:30 am, parents/guardians will be contacted by phone. An absent student remains responsible for all missed work and homework assignments (see *Homework* section).

The following absences are considered excused: certified medical absences (including serious illnesses confirmed by the parent/guardian), funerals, participation in school-sponsored activities, and absences approved in advance by the Head of School. Requests to excuse an absence must be made in writing to the Head of School and either hand-delivered or emailed.

5.2 Tardiness

A student who arrives at school after 7:30 am is tardy and must report to the school office. Tardiness is a serious matter as it disrupts the school day of both the tardy student and classmates and teachers. It is the responsibility of the student and parents/guardians to ensure that the student arrives at school on time.

A tardy student for the 6th time in a quarter will receive an automatic CAP and is subject to additional consequences for every subsequent tardy that trimester. A family conference will be called to discuss this matter with the Head of School and the student support team.

5.3 Early Sign Outs

Early sign outs are disruptive to the learning process and parents and teachers since students are frequently off-campus for enrichment programs or across the street at Cuscaden Park for physical activities. Therefore, early sign outs must be avoided as much as possible. All early sign outs require a parent/guardian to notify the school office in advance. An early sign out is excused only with prior approval from the Head of School or a doctor's note received by 10:00 am the following school day.

Students with an unexcused early sign out must serve a CAP the following school day.

Students leaving early may only be signed out by an authorized adult appearing in the school office. Those unknown to the school office staff will be asked to prove their identity by showing a valid driver's license. If such an adult is not authorized, the student will not be released until the parent/guardian is contacted and gives verbal permission.

After being signed out early, students returning to school must always report first to the main office and receive a pass before being admitted to class.

VI. Grooming and Attire

6.1 Dress Code

The dress code is established to promote focus, discipline, and civility on our campus. Therefore, students are expected to arrive at school appropriately dressed and groomed and to remain so throughout the school day. This includes shirts being tucked in during indoor class times. School uniforms, including P.E. uniforms, may be purchased new at All Uniform Wear or (gently) used at Academy Prep. All regular uniform shirts must have the Academy Prep logo. Uniform appropriate pants, shorts, skorts, skirts, belts, shoes, and socks are available at many local retailers.

Everyday Wear for Girls and Boys

- ☆ Dark green polo shirt (long or short sleeve) for 5th – 7th graders; white polo shirt (long or short sleeve) for 8th graders. Shirts must be tucked in at all times while inside classroom buildings
 - Only white, navy blue, hunter green, or Academy Prep P.E. t-shirts are permitted to be worn as undershirts
- ☆ Plain black belt with no adornment or distracting accessories
- ☆ All black, closed-toe, rubber-soled shoes with a full heel (no crocs, boots allowed)
 - **Shoes must be all black, including the laces, soles, trim, logo, etc.**
- ☆ Solid white socks with no logos that are above the ankle but not above the calf
- ☆ Solid navy blue sweaters, sweatshirts, or jackets (no logos/designs/labels of any size other than Academy Prep's) may be worn over the students' uniform shirts
 - Hooded jackets may be worn; however, hoods may only be worn outside and only when it is raining
 - All jackets should be fitted and not oversized
- ☆ No caps, hats, or bandanas at any time

Girls

Navy blue pants, shorts, skirts, or skorts are acceptable; however, shorts, skirts, skorts must not be shorter than 2 inches above the knee cap

Boys

Navy blue pants or shorts are acceptable; however, shorts must not be shorter than 2 inches above the knee cap or longer than the bottom of the knee cap

Physical Education Uniforms

- ☆ Standard P.E. Academy Prep shirts and any t-shirts issued by Academy Prep (e.g., Spirit Shirt)
- ☆ Academy Prep P.E. shorts or plain black or navy blue sweatpants with no logos/designs/labels
- ☆ **For P.E. only:** Plain black compression pants may be worn underneath the appropriate P.E. bottoms
- ☆ **For P.E. only:** athletic shoes of any color are acceptable. Black shoes must be put back on at the end of P.E. and before the next class begins

Jewelry

- ☆ Girls may have small ear studs or ½ inch hoop earrings in the lowest earlobe (1 earring per ear)
 - ☆ Small religious jewelry may be worn but must stay tucked inside the shirt at all times
 - ☆ No other jewelry, except analog watches, is visible outside of clothing; this includes necklaces, chains, rings, bracelets, and any other ring attached to the body
 - ☆ No smartwatches or other electronic devices
- Note: Academy Prep is not responsible for any missing/lost/stolen items. These are best left at home.*

Hair and Hair Accessories

- ☆ Hair may not be colored or highlighted in any way
- ☆ No hair designs (including lines, symbols, letters, words, and mohawks)
- ☆ No eyebrow designs are permitted
- ☆ No facial hair is permitted
- ☆ Hair must be kept neat and clean and out of the eyes
- ☆ Hair ties, barrettes, headbands, and small bows may be worn only if they are black, white, yellow, dark green, or navy blue. Beads may be any of the aforementioned colors in addition to clear or neutral wood
- ☆ No bandanas are permitted
- ☆ No cords, charms, clips, or other hair accessories are permitted

Nails and Makeup

- ☆ No artificial nails or nail polish is permitted. Nails must be neat, natural, and manicured
- ☆ No makeup (eye shadow, blush, eyeliner, lipstick, etc.) of any kind is permitted

Cold Weather Exceptions

On the occasion that there is the occasion where the temperature drops below 60 degrees Fahrenheit, students must wear their school uniforms; however, these additional pieces may be also worn with the above dress code:

- ☆ Students may wear plain black leggings/tights under their bottoms
- ☆ Students may wear cold weather gloves and hats outside only
- ☆ Students may wear an additional coat/jacket of any color outside only

Academy Prep faculty/staff may use their discretion to determine whether the cold weather attire is appropriate.

VII. Conduct, Values, and Consequences

7.1 Core Values

Finding common threads is essential to its daily functioning in a community of people filled with diverse thoughts and life experiences. Academy Prep's mission is "to inspire and empower students qualifying for need-based scholarships to be future community leaders through a rigorous middle school program coupled with ongoing graduate support." A leader in the context of Academy Prep's community embodies a full range of actions that speak to the student experience. The Core Values are action words that speak to the daily educational experience, transcending middle school. Each member of the community is a leader; thus, each member of the Academy Prep community is expected to demonstrate and actively be:

Loyal - Loyal people devote themselves to building and maintaining connections within their community

Empathetic - Empathetic people recognize the humanity in all of us and work to find common ground.

Accountable - Accountable people take ownership of and responsibility for their thoughts, words, and deeds.

Diligent - Diligent people demonstrate academic and personal excellence through persistent effort.

Engaged - Engaged people actively participate in the process of growth and learning.

Respectful - Respectful people honor themselves and others through care, concern, and consideration.

While the Core Values embody expectations of behavior and decorum, they also serve to support the honor code that helps us have a community culture in which we all recognize the importance of being our best selves.

7.2 Honor Code

The Honor Code appears on all classroom work. In addition, during the first week of school in August, a campus-wide honor assembly is held to explain, recite, and pledge the Honor Code:

"As a LEADER, I pledge my personal and academic integrity. I will promote the same standard of excellence throughout our community, both in and out of school."

Our faculty and staff have crafted an expectations matrix to define responsible, respectful, and safe behavior in all areas of campus life (See page 26).

7.3 Consequences

Students who engage in inappropriate behavior will be subject to disciplinary actions including loss of privileges, CAP, in-school suspension, out-of-school suspension, or expulsion. **Demerits** relate to dress code violations. Students who earn three demerits will serve a CAP immediately following the receipt of the third infraction. (See *Grooming and Attire* section.)

- ☆ **CAP (Community Assistance Program)**: Inappropriate behavior is viewed as counter to school culture. Thus, when a student misbehaves, they are taking away from the community. Serving a CAP is a way to give back to the community in a meaningful way. CAPs utilize recess time or a time designated by the Assistant Head of School and Director of Student Support to perform duties that support the *pride of place* in our school community.
- ☆ **In-School Suspension**: Students who serve in-school suspension will spend the assigned day(s) in an appointed room away from their cohorts and classmates. They are expected to complete an assignment designated by the Assistant Head of School and the Director of Student Support during their time away from class. They are also responsible for all work missed during their time in suspension. All work, including the suspension assignment, must be completed and turned in before the student can return to normal campus activities.
- ☆ **Out-of-School Suspension**: Students who serve out-of-school suspensions will spend the assigned day(s) off-campus and away from school. They are expected to complete an assignment designated by the Assistant Head of School and the Director of Student Support during their time away from class. They are also responsible for all work missed during their time in suspension.

All work, including the suspension written assignment, must be completed and turned in to an administrator before the student can return to normal campus activities. **A parent must escort the student to the school office to submit the completed work for review and approval by a school administrator.**

☆ **Expulsion:** Students who commit actions that put the safety and well-being of themselves and others in danger will be subject to expulsion. Expulsion is the most serious form of disciplinary action. The Head of School exercises the decision to expel a student under academic failure or misconduct conditions which materially interfere with Academy Prep's orderly and efficient administration or harms the academic, physical, emotional, or moral well-being of Academy Prep students and staff and staff or visitors. The Head of School will decide on school expulsions after consultation with the student support team and when warranted after the student and their family have been given proper notice of possible expulsion. Once expelled, a student may not return to the Academy Prep Center of Tampa.

7.4 Academic Dishonesty

Cheating on tests and other school assignments is a serious offense. **Handing in another student's work is a form of cheating, as is copying from another student's exam or school work and copying or paraphrasing from any books or the internet without specifically noting in writing that one has copied or paraphrased.** Students caught cheating will receive a zero for that test/assignment, as well as the substantial likelihood of additional disciplinary measures at the discretion of the teacher and Head of School. Second and subsequent offenses will fail the course and more serious disciplinary action, including possible expulsion.

7.5 Plagiarism

As defined by Webster's Pocket Dictionary, plagiarism is "misappropriation of the works or ideas of another." Purposefully taking the words or ideas of another person without citing them will be considered plagiarism. Students should never copy and paste directly from a website or printed material. If any idea unique to that website or print is copied, it will be considered plagiarism. Teachers will make every effort to ensure students fully understand what constitutes plagiarism.

VIII. General School Policies

8.1 Books and School Supplies

Textbooks, workbooks, and Chromebooks are supplied to the students. Students are responsible for covering and taking care of their books and taking care of Chromebooks provided to them. Lost or damaged books will be replaced at the student's expense, and students who damage Chromebooks will replace the damaged equipment at their expense.

Students must provide their school supplies, including pens, pencils, paper, notebooks, and binders. Teachers will not distribute these supplies to students. A school supplies list will be distributed to students and their families before the beginning of the school year.

8.2 Emergencies and Drills

Academy Prep will consult the Hillsborough County Public Schools system to determine whether to cancel or delay school in the event of inclement weather or another general emergency. **Students and parents should look for electronic communication from Academy Prep via text or email.**

If an emergency forces the school to close early during the school day, Academy Prep will make every effort to contact every student's parent/guardian to arrange for transportation home. Academy Prep will attempt to send messages through cell phones of record and text/email blasts in such cases.

Please be sure that your contact information is always correct and up to date with the school office.

For the safety of our students, Academy Prep participates in various emergency drills/alarms (including fire, hurricane/tornado, and lockdown).

8.3 Health and Safety Protocols

The guidelines below have been carefully considered to address and promote our entire school community's safety, health and welfare. The community health guidelines and policies are subject to change as new information becomes available. Procedures to protect the health and safety of the APT community fall into three main categories:

I. PROTOCOLS FOR SYMPTOMATIC OR COVID-19 POSITIVE STUDENTS

Students experiencing any symptoms consistent with COVID- 19 or who have received a positive diagnostic test for COVID- 19 should not attend school, school-sponsored activities, or be on school property until:

- (a) The student receives a negative diagnostic COVID-19 test and is asymptomatic; or
- (b) Five days have passed since the onset of symptoms or positive test result, the student has had no fever for 24 hours and the student's other symptoms are improving; or
- (c) The student receives written permission to return to school from a medical doctor licensed under chapter 458, an osteopathic physician licensed under chapter 459, or an advanced registered nurse practitioner licensed under chapter 464.

II. PROTOCOLS FOR STUDENTS WITH EXPOSURE TO COVID-19

Students who are known to have been in direct contact with an individual who received a positive diagnostic test for COVID- 19 should not attend school, school-sponsored activities, or be on school property until:

- (a) The student is asymptomatic and receives a negative diagnostic COVID- 19 test after four days from the date of last exposure to the COVID- 19 positive individual; or
- (b) The student is asymptomatic and seven days have passed since the date of last exposure to the COVID- 19 positive individuals.
- (c) If a student becomes symptomatic following exposure to an individual that has tested positive for COVID- 19. The student should follow the procedures set forth in section I (1).

III. PROTOCOL FOR STUDENTS WITH PRIOR COVID-19 INFECTION

A student who has received a positive diagnostic test for COVID- 19 in the previous 90 days and who is known to have been in direct contact with an individual who has received a positive diagnostic test for COVID- 19 is not subject to the protocols set forth in section II (2). so long as the student remains asymptomatic. If a student with a previous COVID- 19 infection becomes symptomatic, the student should follow the procedures set forth in section I (2). This also applies equally to students that are fully vaccinated for COVID-19.

8.4 Lockers and Personal Effects

While a locked locker helps protect against theft and accidental loss, it is not fail-proof. Students are responsible for their personal belongings. **Items of value, whether sentimental or monetary, are best kept at home.** All such non-school items must be turned in at the school office and retrieved after the student is dismissed (see the *Arrival* section). Students are assigned a locker and provided a lock at the start of the school year. Students are to commit their lock combinations to memory. **Combinations must never be shared with other students.** All books, and supplies are to be kept in a student's locked locker when not in use. Supplies left outside a locker or in an unlocked locker are at risk for theft and may be confiscated by school staff. Lost combination locks will be replaced by the school at the student's expense.

8.5 Lost and Found

Items that are found on campus will be sent to *Lost and Found* in the main office. It is the responsibility of students to check *Lost and Found* for their lost belongings. After a reasonable amount of time, abandoned items will be donated to charity or discarded.

8.6 Medical Treatments

In the event of an emergency, Academy Prep faculty and staff will use their best judgment to provide emergency first aid treatment. Parents/guardians will be notified in a timely manner. In the event that a parent cannot be reached, and a student needs immediate medical attention, the Head of School and staff will use their best judgment to seek medical attention for the student (e.g., through the personal physician designated by the parent/guardian or a nearby hospital emergency facility). Staff will continue to attempt to reach the parent/guardian.

Administration of Medication (including inhalers and EpiPens)

When possible, all medications should be administered at home. If medication must be given at school, the following procedures must be followed:

1. A *Dispersion of Medication Form* has to be signed by a licensed physician and parents/guardians if prescribed medication is needed at school (i.e., Inhalers, EpiPen's, others). The document has to be requested at school and has to be updated each year.
2. Medication must be sent to school by a responsible adult.
3. Medication must be in the prescription container with the date, dosage, name of the drug, and the student's and physician's names marked. In addition, medication must remain in the container in which it was initially dispensed.
4. **Parents must arrange for a separate supply of medication for school.** Medication will not be transported between home and school on a daily or weekly basis.
5. When medications are added or changed in any way, a new authorization form will be required. (See also #6 below.)
6. When medication dosages or times are changed, both steps must be followed:
 - a. A written note from the parent requesting the change must be sent to the school.
 - b. A new physician's order indicating the change must be sent to the school.
7. Medication will be stored in a locked cabinet at the school at all times.
8. Medication can be administered by Nurse Berrios or main office staff.
9. Medication either discontinued or not taken home at the end of the school year will be discarded.

Suppose a student needs to be given an over-the-counter pain reliever or other medication. In that case, a parent/guardian will be contacted by phone by an office staff member before such a dispensation.

8.7 Student Meals

Academy Prep's food service program provides breakfast, lunch, and snacks to all students, free of charge. Great effort is made to offer school meals that are attractive to students by appealing to their taste preferences and meeting their cultural needs while adhering to strict USDA nutritional requirements.

Reasonable meal modifications are provided to children with special dietary disabilities, food allergies, and food intolerances. **Any modification and food substitutions must be related to the disability or limitations caused by food allergies or food intolerances. Children's food preferences are not covered under this accommodation.**

The USDA's *Medical Statement to Request Special Meals and Accommodations* form must be completed by a state-licensed physician confirming a child's disability/food allergy and food

intolerance, listing what foods must be omitted and what foods must be substituted. Parents may contact Nurse Berrios at LBerrios@academyprep.org or 813-248-5600 x1103 for more information and to receive a copy of the form.

Federal regulations for school nutrition programs allow but do not require Academy Prep to provide meal modifications for children whose special dietary needs do not constitute a disability, including those related to a family's religious or moral convictions or general health concerns. These circumstances are addressed on a case-by-case basis.

After consultation between parents and the Head of School, it could be determined that it would be in the child's best interest for the family to provide some or all of the student's daily meals. In such cases, whether on an experimental or continuing basis, all meals provided by the family *must consistently meet the nutrition standards* of the latest Dietary Guidelines for Americans, which can be found at <https://www.fns.usda.gov/cnpp/center-nutrition-policy-and-promotion>.

Academy Prep reserves the right to refuse any parts of family-provided meals that do not meet the latest nutrition standards and discontinue such an exception should the standards be regularly unmet.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-00-02-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

8.8 Visitors/Volunteers

Parents or guardians and all other visitors must report first to the main office for a visitor's pass before approaching any other school location for general school order and safety.

All volunteers will be subject to a VECHS criminal background check. A VECHS Waiver Agreement and Statement must be signed by the volunteer prior to the VECHS background check being run. A background check may be made on you including, but not limited to criminal history, driving record, employment, military, education and general public records which will provide information concerning these areas and your character and general reputation.

IX. Technology Responsible Use Agreement

The goal is to improve student achievement by personalizing learning and increasing students' ownership of their learning. All APT students in grades 5-8 will be issued Chromebook for their use during the school year. This Technology Responsible Use Section outlines an agreement between APT, parents and students for the care and instructional use of the Chromebook.

Students must use Academy Prep's technology for school purposes responsibly, ethically, and legally. This includes instances when students may access this technology outside of school. If students have doubts about whether a resource has educational merit, they should ask an Academy Prep staff member.

9.1 Scope of Technology Policies

Policies, guidelines, and rules refer to all technology devices including, but not limited to: computers, SMART boards, handhelds, Chromebooks, iPads, PDAs, MP3 players, printers, portable memory storage devices, digital cameras, and technology infrastructure owned or leased by the school. The policies also apply to any online service provided directly or indirectly by Academy Prep, including, but not limited to: Email, Calendar, Docs, Apps, all applications provided by Google Workspace for Education, and RenWeb (Academy Prep online grading system). These usage policies also extend to when these programs are used off campus from Academy Prep Tampa.

9.2 Chromebook Program Summary

To ensure that our technology program continues to support the mission of Academy Prep, we will be assigning each student a Chromebook that they will maintain for the duration of the school year. Unless otherwise informed, students will be required to transport their Chromebooks to and from home and must be prepared to comply with the policies outlined in this student handbook.

If the Chromebook is lost, stolen, or damaged, **it will be your responsibility to cover the cost of repair or replacement**; therefore, you must familiarize yourself with the following fee schedule.

Incident	Fee
Lost/damaged charger	\$20
Lost/damaged case	\$35
Tier 1 damage: 1st incident of physical Chromebook damage (any subsequent repairs fall under tier 2)	Flat fee \$50
Tier 2 damage: 2nd incident of physical damage, or any <i>deliberate</i> Chromebook damage, repeat negligence, loss, or theft	Full cost of repair or replacement (estimated at time of collection)

Once you have read and fully understand the policies and fees described in this handbook, you will be required to sign a signature page that will be distributed either electronically or paper in advance of the student receiving their Chromebook.

Chromebooks are to be used for **school-related or educational activities only**. Please familiarize yourself with the acceptable use policies below, and monitor your students' use of this technology at home. Academy Prep uses Securly to manage student Chromebooks, and we have enabled Securly Home to help you regulate your student's Chromebook use. Please watch this video to learn more about the Chromebook management tools available to you: [Securly Home Guide](#)

If you have any issues or questions about your student's Chromebook please contact the Academy Prep Tech Team by emailing techsupport@academyprep.org

9.3 Chromebook Distribution

Student Chromebooks will be distributed to their classrooms during the first week of school.

- Chromebooks will be labeled with an Academy Prep asset tag. The carrying case will be labeled with a students' name tag and graduation year. **Labels may not be removed from the Chromebook.**
- Tech department staff will be available to answer any questions in-person.

Chromebooks, chargers, and accessories will be returned during designated times that the school is not in session, such as Thanksgiving, Christmas, and Easter breaks as well as turned in during the final week of school. The tech department will inspect the Chromebooks for damage, and any local data will be erased.

Equipment must be returned immediately when a student withdraws from Academy Prep for any reason. Failure to return a Chromebook or school-issued accessories will result in a charge being applied to your account for the full replacement cost of the device.

9.4 Student Expectations

If students are required to take home and bring their Chromebooks back to school each day their batteries must be fully charged overnight. Computers should be plugged in each night to assure a full charge the following day.

If a student leaves his/her assigned device at home, or forgets to charge his/her device, it is the student's responsibility to notify his/her teachers at the **start** of the school day. A very limited number of loaner devices **MAY** be available. There is **no** guarantee that a loaner device will be available. Students are responsible for completing all coursework whether or not the Chromebook is present, unless they make other arrangements with the teacher. Repeat offenders may lose the privilege to receive a loaner. Use of loaner devices will be subject to all guidelines and policies.

9.5 Chromebook Care

Students are expected to treat their laptop with care and respect at all times. Failure to adhere to the following precautions may result in disciplinary action, damage fees, and/or the loss of the Chromebook. Please follow these guidelines to prevent damage:

- Chromebooks are assigned to individual students, and the responsibility for the care of the Chromebook rests with that individual. Students may not lend their Chromebooks to another person.

- The computer and power cord should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop, power cord or carrying case is **not allowed**.
- When using the Chromebook during school or at home, students should use extreme care that it does not fall or drop. Never throw or slide a Chromebook.
- Always open the screen from the center, rather than the corners. Opening from the corners may cause stress on the screen that can result in damage. Do not slam the screen shut.
- Students are required to keep their Chromebook in the case **AT ALL TIMES**. When not in use, the case should be closed and zipped up.
- NEVER carry the Chromebook by the screen. Always close and zip up the case when carrying the Chromebook.
- Students should protect their laptop from extreme heat or cold. Chromebooks should not be left in a car, even if the car is locked.
- Do not leave the Chromebook exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Computers should be protected from the weather, water or other liquid, food and pets.
- Students should never eat or drink (including water) while using their laptop, or use their laptop near others that are eating or drinking.
- **No object** should ever be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Do not use the Chromebook on a bed or soft surface that could interfere with the cooling system.
- Do not use any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- The Chromebook contains all necessary hardware and software. It is not permissible to add or change the hardware, memory, or hard drive.

The Chromebook can be cleaned with a soft, lint-free cloth. **Do not** apply liquids to the Chromebook. Avoid getting moisture in the openings. **Do not** use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

9.6 Appropriate Use

Families are expected to monitor their student's technology use at home. We apply "always-on" content filtering to restrict access to adult content, such as pornography, gambling, drug, or gun violence related sites, but no filtering system is perfect. We encourage you to use Securly Home (see above) or contact AP administration if you have concerns about your student's Chromebook use. We also implement an automated email and document scanning software which warns our school counselors whenever there is any mention of potentially dangerous or harmful activity. References to bullying, harassment, drug use, self-harm, or violence in email and docs will be flagged and sent to school counselors. **Students should have no expectation of privacy when using their school-issued Chromebook.**

The following activities are prohibited and may result in disciplinary action, including the loss of Chromebook privileges or more severe measures:

- Any illegal activity
- Academic dishonesty (cheating, plagiarism, etc.)
- Violations of security or privacy (stealing passwords, accessing documents without permission, or monitoring another person's private communications)
- Viewing, downloading, or transmitting inappropriate, pornographic, obscene or indecent materials
- Harassment, hazing, bullying, or any other uses that contribute to the violation of the student conduct code

- Recreational / non-educational use of electronic communication (social media, email, and messaging services, etc.)
- Use of the system for personal business (online commerce, banking, etc.)
- Unauthorized system modifications
- Damage (intentional physical damage, as well as erasure, corruption, or modification of school owned software and files)
- Attempts to bypass AP network security and filtering (use of proxy servers, VPN apps, network analyzers, etc.)

This is not an exhaustive list of prohibited activity and the tech department may restrict other activities as necessary.

All communications and information transmitted by, received from, stored within, or that passes through Academy Prep devices and systems may be archived, deleted, monitored and reviewed for content and appropriate usage at any time. Because these files remain the property of Academy Prep, there should be no expectation of privacy regarding such materials. Academy Prep will investigate any suspected inappropriate uses of its resources or systems. Internet history, as well as Google Drive, and local hard disk contents, may be inspected if a breach of security, harassment, or other violations are suspected to have occurred.

Students are allowed to access only those files that belong to them or which they are certain they have permission to use. Files stored within the school computer systems (e.g., Google Drive) should be limited to those relating to formal school courses or activities. Email (or any other computer communication) should be used only for educational purposes. Social media and other recreational messaging services are prohibited.

Academy Prep also reserves the right to issue serious consequences to any student, up to and including expulsion, for creating and/or sharing information and/or images on the internet that are offensive, malicious, harassing, and/or illegal - regardless of whether such creating and/or sharing of information and/or images is directly linked to that student's enrollment at Academy Prep.

X. Summer Session

A student's personal development depends upon a broad range of educational experiences throughout the year. Consistent with this philosophy, **Academy Prep requires that its students participate in the three-week summer session.**

The school year begins with the summer session. This experience is intended to combine elements of academics, nature and the outdoors, and athletics. A student reinforces the academic skills developed during the previous school year while building teamwork, spirit, and camaraderie.

Students will receive a grade for each summer session subject. Seventh and eighth grade students' grades will be transferred to the first trimester grading period.

After the completion of the summer session, all students are required to complete work in English/Language Arts and mathematics by the return to school in August. Assessments covering this work will be given during the first few days of school.

XI. Family and Parental Participation

Academy Prep firmly believes that family and parental involvement in the school is vital to the well-being of its students. Therefore, Academy Prep expects parents, guardians, and family members to participate actively in all areas of school life.

11.1 Family Service Hours

From the start of the summer session through the end of school in May, in addition to attendance at parent-teacher conferences, parents and guardians are required to provide the following hours of service to Academy Prep:

5 th Grade Families	40 hours of service	Due by May 12, 2023
6 th Grade Families	40 hours of service	Due by May 12, 2023
7 th Grade Families	40 hours of service	Due by May 12, 2023
8 th Grade Families	30 hours of service	Due by April 14, 2023

If the required hours are not served by the deadline, a fee of \$3.00 per unserved hour will be assessed, and the student will not receive the final report card until the fee is paid in full. This includes 8th graders and their final transcripts, which will not be released to high schools to which they've been admitted until the fee is paid.

Service hours may be obtained in multiple and varied ways, such as chaperoning field trips, baking goods for a school function, decorating for an event, backstage help, painting backdrops for showcase productions, helping other students with rides to/from school, lunch supervision, carpooling, participation in Parent Council, etc. Please read the newsletters and email blasts for service opportunities throughout the year.

To receive credit for your service hours, please make sure that you communicate with either Tynese Randolph or Judie Rose in the front office.

11.2 Parent Council

The Parent Council exists to focus parents' interaction and support for our school and to share the parents' perspective on school events and issues. The Parent Council will help to coordinate various school events, including the family picnics and Teacher Appreciation Week.

All parents/guardians are invited to participate in the Parent Council. Parent Council will meet on campus on days to be agreed upon by the Parent Council and Academy Prep's liaison to the Council (refer to the school calendar on myAPT).

11.3 School Newsletter and other Correspondence

The school newsletter is emailed to all families and their relatives who request it, every Thursday morning. Parents/guardians are expected to read the newsletter each Thursday and to look for other correspondence and classwork that will routinely be going home.

11.4 Email and Text Blasts

Emails and text messages are used to send important and timely communication as needs and situations arise. Therefore, families should provide the school office their most current contact information.

11.5 RenWeb Student/Family Login

At the beginning of each school year, students and parents will receive information through the school newsletter on how they may log in to their RenWeb student accounts. A login portal is provided on the Academy Prep school website at www.tampa.academyprep.org

11.6 Activities Fees

Academy Prep requires a \$20 per month Activities Fee from each student for the June through May period each school year. A second child requires a \$10 per month fee, while a third child requires a \$5 per month fee. Fees are due by the end of each month, starting in August. This fee defrays a very small portion of the significant expenses of each student's various enrichment activities. Note that additional fees may be charged to your account. These can include late pick-up fees. It is our policy that all fees be paid when invoiced on a monthly basis.

With the exception of the month of May, which has an earlier deadline, **activities fees must be paid when invoiced at the end of the month.** See the payment deadline calendar below. Failure to pay the balance in full will result in the student(s) not being able to attend Academy Prep until the applicable balance is paid in full and will result in report cards not being released to families and/or requesting schools/agencies. This includes college prep programs to which 8th graders are admitted.

Activities fees for eighth grade students must be paid in full no later than April 14, 2023. This includes the May activities fee.

School Year 2022-2023 Payment Calendar

Deadlines	1 Child	2 Children	3 Children
End of August	\$20	\$30	\$35
End of September	\$20	\$30	\$35
End of October	\$20	\$30	\$35
End of November	\$20	\$30	\$35
End of December	\$20	\$30	\$35
End of January	\$20	\$30	\$35
End of February	\$20	\$30	\$35
End of March	\$20	\$30	\$35
End of April	\$20	\$30	\$35
Friday, May 12, 2023	\$20	\$30	\$35
Total Paid by May 12, 2023	\$200	\$300	\$350

XII. Scholarships

12.1 Application

Florida's tax-credit scholarship program provides substantial scholarships from Florida corporations to Academy Prep in support of the education of students who qualify for an income-based scholarship. Every Academy Prep family must submit an online scholarship application to SUFS (www.stepupforstudents.org) each year. The application and timely submission of any income/expense documents required by the scholarship organization is the responsibility of each family. **Each family must present a scholarship award letter to Academy Prep before the first day of school.**

12.2 Endorsement of Scholarship Checks

Step Up For Students sends an email to parents requesting approval of their child's scholarship check. This request is sent four times each year. **Parents need to monitor their emails and when the request is received they should approve it without hesitation.** Scholarship funds will not be received by Academy Prep Center of Tampa unless the parent approves their check.

12.3 Renewal of Scholarships

Families must renew the scholarship as soon as the renewal window opens. It is vitally important that scholarship renewals be completed as soon as possible, as demand for these scholarships has increased dramatically. **Failure to renew a student's scholarship will jeopardize a student's continuing enrollment at Academy Prep.**

Academy Prep Center of Tampa School Expectations Matrix

	Classrooms	Hallways	Bathrooms	Admin Building	Arrival and Departure	Line Up	Lunch and Recess	Off-Campus/ Field trips
Be Respectful	<p>Raise your hand before speaking.</p> <p>Use kind words and indoor voices.</p> <p>Actively listen by tracking the speaker.</p> <p>Allow mistakes to happen judgement free.</p> <p>Be open to opposing points of view, honoring and valuing each person's thoughts and feelings.</p> <p>Use classroom materials only with the teacher's permission and return them to the proper place when finished.</p>	<p>Walk quietly through the hallway with a library voice.</p> <p>Respect personal boundaries of others in crowded spaces.</p> <p>Respect all hallway displays by avoiding accidental or intentional damage.</p>	<p>Use the restroom in a timely manner; be mindful of the time you are outside of class.</p> <p>Leave a clean space and place all trash in the trash can.</p> <p>Report any issues (e.g., empty rolls, littering, clogs) immediately to an adult.</p> <p>Respect the privacy of others.</p>	<p>Move with silent voices through the building.</p> <p>Move up and down the stairs with care, not skipping steps.</p> <p>Use gentle steps to move through the building.</p> <p>Speak with a polite tone to the adults in the office.</p> <p>Wait patiently in one place for an adult to acknowledge you without interrupting.</p>	<p>Greet people on campus upon arrival.</p> <p>When the convocation line up has started, move with urgency to be on time.</p>	<p>When arriving at line up on the brick courtyard, be silent.</p> <p>Face forward towards the stairs in height order.</p> <p>Stand properly, remaining in place without making unnecessary movements.</p> <p>Keep arms at your sides and hands out of pockets.</p> <p>Remove your jacket when outside or going to convocation. Jackets may be worn inside classrooms.</p>	<p>Maintain a reasonable volume when speaking with others.</p> <p>Including others.</p> <p>Say please and thank you to the staff serving your meals.</p> <p>Use appropriate and positive language.</p> <p>Use good manners.</p> <p>When dismissed, pick up all trash and deposit it in the large grey trash can.</p> <p>Notify an adult if the trash cans are full.</p>	<p>Follow established procedures to represent Academy Prep as a leader.</p> <p>Use appropriate and positive language.</p> <p>Use good manners.</p> <p>Say please and thank you to the staff and volunteers.</p>
Be Responsible	<p>Arrive prepared with all materials to class.</p> <p>Follow all staff directions the first time given.</p> <p>Give your best effort.</p> <p>Be mindful of your classmates and your surroundings.</p> <p>Take all personal belongings with you when you leave.</p> <p>Attain a pass from an adult before leaving the classroom.</p>	<p>Move directly from one place to the next.</p> <p>Clean up after yourself if you make a mess using the water fountain.</p> <p>Report problems immediately to a staff member.</p>	<p>Attain a pass from an adult before going to the restroom.</p> <p>Move directly to and from your space to the restroom without taking detours.</p> <p>Use the appropriate facilities based on your current learning space.</p> <p>Report graffiti, damage, or disturbances immediately to a staff member.</p> <p>Flush the toilet and clean up after yourself.</p>	<p>Check in with the front office staff before visiting the restroom, nurse, or other offices.</p> <p>Show your hall pass to adults.</p>	<p>After drop-off, enter directly through the gate, turn in cell phones/headphones/smart devices, and place your belongings in the appropriate place.</p> <p>Follow established procedures for walking or riding.</p>	<p>Check that your uniform is in order (e.g., shoes tied, shirt tucked in, two buttons up on your polo) once you're lined up.</p>	<p>Follow all staff directions the first time given.</p> <p>Clean up after yourself.</p> <p>Leave unwanted food items at the share table.</p> <p>Return all equipment to the appropriate container.</p> <p>Gather all personal items before you leave the field/court.</p> <p>Prioritize using the restroom and refilling water during lunch/recess.</p>	<p>Follow all staff directions the first time given.</p> <p>Be mindful of your classmates and your surroundings.</p> <p>Clean up after yourself.</p>
Be Safe	<p>Sit properly in your chair.</p> <p>Respect personal boundaries by keeping your hands, feet, and objects to yourself.</p> <p>Wait for an adult to be present before you enter a classroom.</p> <p>Keep the blackout curtains up unless you are changing for PE.</p>	<p>When with your class, remain in height order, walking single file between classes.</p> <p>Walk at a safe pace at all times.</p> <p>Leave entrances and exits clear.</p> <p>Keep hands, feet, and objects to yourself.</p>	<p>Wash hands with warm water and soap after using the facilities.</p>	<p>Use the correct door to move in/out of the building.</p> <p>Stay to the right side of the stairs to maintain a walking path for both directions.</p>	<p>At dismissal, remain seated in your assigned area and respect the personal boundaries of others.</p> <p>Cross only at the crosswalk.</p> <p>Stay on the sidewalk.</p> <p>Go directly home.</p> <p>Keep hands, feet, and objects to yourself.</p>	<p>Line up in height order every time.</p>	<p>During lunch, remain seated in your assigned area until you are dismissed.</p> <p>During recess, respect personal boundaries.</p> <p>Keep the court free of personal items.</p> <p>Be attentive to your surroundings.</p>	<p>Wear your seatbelt while traveling in the vans.</p> <p>Use a quiet voice to avoid distracting the driver.</p> <p>Keep all hands, feet, and objects to yourself.</p>

